

25X1A

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QUALIFICATION STANDARD

GS-2001.01 SUPPLY ASSISTANT
GS-2001.01 SUPPLY OFFICER

PERSONNEL
1 April 1954

A. POSITION DEFINITIONS

These positions include duties involving the administration, planning, directing, advising on, supervising or performing work involving a combination of duties which separately are allocable to two or more series in the Supply and Logistics Occupational Group and/or the Transportation Group.

B. QUALIFICATIONS REQUIRED

1. KNOWLEDGES AND ABILITIES REQUIRED

SUPPLY ASSISTANT, GS-7 to GS-9: Knowledge of the methods, principles and practices associated with the planning, developing, installing and administering of a comprehensive supply or logistics program as found within a large governmental, military or private organization; ability to recognize and define supply or logistical problems; and ability to clearly express ideas orally and in writing. In the instance of positions involving responsibility for supervising the work of others, ability to plan, organize, and supervise the work of group of subordinates is required.

SUPPLY OFFICER GS-11 to GS-15: In addition to those knowledges and abilities required of Supply Assistants, ability to interpret decisions, regulations, policies and instructions in terms of their significance and impact upon the internal administration of a large organization; ability to effect adequate solutions to complex supply and logistical problems; ability to design, install or revise supply or logistical methods, procedures and practices; ability to develop regulations, notices, staff studies and other media of a type designed to implement supply or logistical programs; ability to plan or conduct management surveys of supply or logistical functions and activities; ability to establish and maintain favorable working relationships with top executive personnel; and ability to assume and delegate responsibility.

2. PERSONAL CHARACTERISTICS REQUIRED: Must be emotionally stable, cooperative, conscientious and decisive in actions; possess ability to exercise initiative and to maintain favorable working relationships with others; may be required to express a willingness to accept overseas assignments.

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3. PHYSICAL REQUIREMENTS: Duties involve no unusual physical demands. Incumbents must pass standard "departmental" physical examination conducted by the Agency Medical Office; and in the instance of individuals being considered for overseas assignments, the standard "overseas" physical examination.

C. REQUIRED EXPERIENCE

1. Required experience or allowable substitutions must have been of such scope and degree of responsibility as to substantially demonstrate ability to satisfactorily perform the duties and responsibilities of a position at the grade level for which an individual is being considered.
2. Required related experience must have been progressively responsible administrative work involving the performance or supervision of work associated with business administration; military administration; personnel administration; accounting; auditing; organization and methods examining; operation or management of/or part of a business, manufacturing firm, educational institution, or other form of enterprise; editing or writing of technical or administrative papers or reports; or other similar or related administrative experience associated with general office operation or management of a nature which reflects knowledge of general business or administrative methods, procedures, and practices.
3. Required specialized experience must have been progressively responsible work involving the performance or supervision of work associated with the requisitioning or procuring of supplies, equipment, materials, property and services; the procuring, storing, receiving, issuing, inventorying, distributing, disposing, or transporting of supplies, equipment, and materials; the establishment and maintenance of property records and accounts; the establishment of tables of allowances or other forms of logistical or supply requirements; preparation and maintenance of supply catalogs; or work involving experience as an administrative or staff officer in a government agency, military organization, or in a large-scale business or industrial concern with prime responsibility for administering a supply or logistical program; teaching of courses in supply or logistics administration in a school above the high school level; the negotiation for purchase or lease of real property, utilities, supplies, equipment or contractual services; the maintenance, repair, protection, and management of real property; or the allocation and utilization of building space.

4. Except for allowable substitutions, the following minimum lengths of related and specialized experience are required:

<u>GENERAL REQUIREMENTS</u>				<u>ALTERNATE REQUIREMENTS</u>
<u>Grade</u>	<u>Total Level</u>	<u>Related Time</u>	<u>Specialized Experience</u>	
GS-07	4 yrs	3 yrs	1 yr	9 months at the GS-5 level
GS-09	5 yrs	3 yrs	2 yrs	9 months at the GS-7 level
GS-11	6 yrs	3 yrs	3 yrs	1 year at the GS-9 level
GS-12	7 yrs	3 yrs	4 yrs	1 year at the GS-11 level
GS-13	8 yrs	3 yrs	5 yrs	1 year at the GS-12 level
GS-14	9½ yrs	3 yrs	6½ yrs	1½ years at the GS-13 level
GS-15	11 yrs	3 yrs	8 yrs	1½ years at the GS-14 level

D. ALLOWABLE SUBSTITUTIONS FOR REQUIRED EXPERIENCE

1. Successful completion of study in an accredited college or university with specialization in public administration, business administration, accounting, political science, personnel administration, economics, law or a comparable specialization may be substituted on the basis of one full year of study for nine months of related experience.
2. Successful completion of courses of study leading to a graduate degree in one of the degree fields mentioned above may be substituted for specialized experience on the basis of one full year of study for one year of experience up to a maximum of one year.

E. RECOMMENDED TRAINING

To provide Supply Assistants and Officers with additional knowledge pertaining to overall Agency operations of a nature which will more adequately qualify them to perform work assignments, attendance at the following courses is recommended:

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SUPPLY ASSISTANT, GS-7 and GS-9

<u>Office</u>	<u>Recommended Minimum Training</u>	<u>Additional Training Necessary and/or Desirable</u>
DDA	BIC (SUP) Logistics Support Course (LO Pers. only)	-
DDP	BIC (SUP) Logistics Support Course	-
DDI	BIC (I)	-

SUPPLY OFFICER, GS-11 through GS-15

DDA	BIA (SUP) Logistics Support Course (LO Pers. only)	Management Course
DDP	BIC (SUP) Logistics Support Course	Management Course
DDI	BIC (I)	Management Course

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